

MiFILE Enhancements

Statewide e-Filing Initiative

Party Management in MiFILE

MiFILE 2.0

Release Date 06/07/2021

Hosted Courts Only¹

Purpose

Changes to party management improve the way MiFILE handles case participant information for electronic service, and also provides a way to request a party or attorney be added to a case after the case has already been started. This includes names and e-mail addresses of parties, attorneys, and other individuals with a legal interest in the case.

Case participant names and e-mail addresses entered into MiFILE and accepted by the court for a case will be added to a service recipient list. Having the court control this list is an important privacy feature. It ensures that MiFILE does not allow a way for a person unrelated to the case to become a service recipient.

Description

The use of verified and standard case contacts is replaced with a party management feature that is initiated by a party or their attorney and managed by the court. The only users who will be identified as service recipients on a given case are a party, an attorney, or a registered user who has established a legal interest in the case.

How a Person Becomes a Service Recipient: A party or attorney is added to the service recipient list for a given case when that case is filed. A party or attorney who was not named when the case was filed can add themselves to the case using the [Add Party](#) and [Add Attorney](#) feature. When the court accepts them as a party or attorney on the case, their name and e-mail address will be added to the service recipient list for that case.

- An attorney filing a new case on behalf of a party or a party filing a new case on their own behalf is activated for e-service automatically when the new case is accepted for filing by the court.

¹ This enhancement does not apply to the e-filing pilot systems 13th Circuit Court (Antrim, Grand Traverse, and Leelanau Counties), the 16th Circuit Court (Macomb County), and the 20th Circuit Court (Ottawa). This enhancement applies to the e-filing pilot systems in the 3rd (Wayne County) Circuit Court and 6th (Oakland County) Circuit Court because some of the features in their e-filing systems use the same external service provider that MiFILE uses.

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- Any other party or other attorney named on a new case will need to activate e-service by selecting, “I am this Person” button from the Case Details screen (shown on the next page).

Case Details Screen

Case Details

JOHN DOE V. BEN GRAY
2021-011620-CB
MI SCAO Circuit Court
Case Type: CB

File to this Case Pay Additional Amount Add Party to Case Add Counsel to Case

▼ Case Parties (3)

Name	Party Type	Represented By
John Doe	Plaintiff	Self-Represented
Ben Gray	Defendant 1	I am this Person
Brock Schroeder	Plaintiff	Self-Represented

▼ Counsel (0)

Name	Firm	Parties Represented
No attorneys found.		

Associate Party

By checking this box I am affirming that I am the person named as a party on this case, or that I am authorized to file on this person's behalf under a valid power of attorney agreement, guardianship order, Next Friend appointment, or other legally-recognized authority explicitly permitting me to submit documents on behalf of the named person. I further affirm that I have read the [MiFILE Michigan Electronic Filing Terms of Use](#).

I understand that falsely representing myself as another person is a violation of law and the MiFILE Michigan Electronic Filing Terms of Use, and may result in any remedial actions available at law and in equity for such violation.

Cancel Submit

The “I am this Person” button will display on the Filing Upload Screen if it is missed on the Case Details screen.

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When E-Service is Selected: All service recipients on a case will be served with a filing when e-service is selected. Additionally, MiFILE TrueFiling will display a draft proof of service in a popup dialog. This will allow the filer to confirm the appropriate service recipients were selected and allow the filer to view the proof of service generated by MiFILE.

After e-service is accomplished (whether filing the document or not) a proof of service is generated by the system and automatically filed with the court.

Special Notes:

- Service recipients cannot be deselected by filers.
- Filers are not listed as service recipients. If a filer wants a copy of what they are serving, they can add themselves to receive a courtesy copy.

Responsibility for Serving Documents: Case participants are legally responsible for serving case documents on one another. Even though MiFILE can be used to e-serve documents, case participants may need to be served in other ways. For example, a case participant may not be registered with MiFILE to receive e-service.

If a case participant is not available for e-service through MiFILE for whatever reason, a filer who is serving a document is responsible for identifying and serving those case participants as otherwise required by court rule.

Change in Filer Experience

➤ **ALERT:** Because of the change in MiFILE, your name and e-mail address may become disconnected from each case you are involved in. In addition, any e-notifications that attorney staff have through a connection with an attorney will be disconnected (see page 5 for further details). **If you are a party or attorney in the case, to continue receiving e-service, make sure your name and e-mail address are still connected to each of your cases.**

- If your name displays in the Case Details screen and there is an e-mail address associated with your name, you are already connected for e-service.
- If the e-mail address is not the address that you want to use for e-service, an attorney can set up an e-mail rule to receive copies of e-notification and e-service at an additional e-mail address. See rules for two common e-mail services at [Microsoft Outlook](#) and [Gmail](#).

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- If you change any of your contact information after the transition to MiFILE 2.0, you are required to change your e-mail address with the State Bar of Michigan and file the change with the court. The court will change your e-mail address for e-service and e-notification. Note: A change made to the e-mail address with the State Bar will force an update to the e-service address in Wayne Circuit or Washtenaw Circuit. See MiFILE [Brief 11](#) for further details.

The screenshot displays the MiFILE e-filing interface. At the top, there is a header bar with the MiFILE logo and the text 'Enhancements'. Below this, a blue bar contains the text 'Statewide e-Filing Initiative'. The main content area is divided into two sections. The top section is a form for uploading a file, with fields for 'Filing Name' (containing 'Complaint'), 'File Size' (113.37 KB), 'Filing Type' (a dropdown menu), 'Upload Status' (a green checkmark), and 'Fee' (\$0.00). There are buttons for 'Remove', 'View', and 'Edit'. Below these fields is a large box with the text 'Click here to upload file(s) -or- drag and drop' and a note 'Max file size: 25.00 MB'. The bottom section is titled 'Select Recipients' (highlighted with a red box) and contains a table with columns for 'Name', 'Role', 'Email', 'Type', and 'All'. The table lists two recipients: John Doe (Plaintiff, andreatestimagesoft@gmail.com, E-Serve) and Brock Schroeder (Plaintiff, bschroeder@imagesoftinc.com, E-Serve). Below the table is a note: 'Note: A courtesy copy recipient is not considered a service recipient.' There are buttons for 'Send Courtesy Copy' and 'Preview Proof of Service'. At the bottom of the form are buttons for 'Save Progress', 'Cancel', and 'Next'.

Name	Role	Email	Type	All
John Doe	Plaintiff	andreatestimagesoft@gmail.com	E-Serve	<input type="checkbox"/>
Brock Schroeder	Plaintiff	bschroeder@imagesoftinc.com	E-Serve	<input type="checkbox"/>

Note: A courtesy copy recipient is not considered a service recipient.

[Send Courtesy Copy](#) [Preview Proof of Service](#)

[Save Progress](#) [Cancel](#) [Next](#)

- If your name displays in the Case Details screen and there is no e-mail address associated with your name, an “I am this Person” button will display; you will need to connect to your case by selecting the button (see page 2 above). The e-mail address that you used for your MiFILE account will be used for e-service in MiFILE.
- If your name does not display in the Case Details screen, you will have to complete the Add Party or Add Attorney screen and complete and file SCAO-approved [Request for e-Service by MiFILE](#) (form MC 507) for each case in which the information is missing. The court will process the request.
- If you are representing yourself and need to change your e-mail address for e-service and e-notification for some reason, follow the instructions in the [Quick Reference](#)

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[Guide](#). If you are an attorney and need to change your e-mail address for e-service and e-notification for some reason, follow the instructions in [MiFILE Brief 11](#).

- Any attorney, party, or registered user with a legal interest in a case will use the Add Party or Add Attorney feature and must file a document that supports adding them to the case. For example:
 - An attorney might file an appearance or other document that serves as an appearance.
 - A person who is a party by order of the court, such as appointment of a fiduciary in a probate case, must file a document, such as an acceptance of appointment.
 - A party wanting to intervene in a case must file a motion to intervene, a third-party complaint, or other similar document. When a party cannot be added by right, a proposed order must also be submitted.
 - A party who is responding to a new case must associate themselves to the case when filing an answer by selecting the “I am this Person” button described on page 2.
 - A nonparty with a legal interest in a case (such as a receiver) or an interested person in a probate case who wants to be served electronically but who has no specific document (such as an objection or competing petition) to file into the case, must complete and file SCAO-approved [Request for e-Service by MiFILE](#) (form MC 507).
 - If the party for whom an attorney is filing an appearance is not already a party to the case, the attorney filing the appearance must first add the party.
- Attorney staff are not service recipients and cannot use SCAO-approved form MC 507 ([Request for e-Service by MiFILE](#)) to become a service recipient. To be copied on MiFILE notification e-mails for the attorney on whose behalf they file, set up an e-mail rule to receive a copy of their e-mail. See rules for e-mail services at [Microsoft Outlook](#) and [Gmail](#).
- Filers who are not parties or attorneys are not listed as service recipients. If such a filer wants a copy of what they are serving, they can add themselves to receive a courtesy copy.
- The ability to e-serve in a nonpublic case is restricted to those parties or their attorneys who have been accepted as case participants by the court. Service of documents being filed by a party who is not yet accepted into the case must be done through means other than MiFILE.

Resources

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Other resources covering these enhancements include the [Quick Reference Guide](#), a video of the action steps for [reconnecting yourself to a case](#), a video of the [Add Party](#) feature, and a video of the [Add Attorney](#) feature.